

RETURN OF BUSINESS TANGIBLE PERSONAL PROPERTY & MACHINERY AND TOOLS

COMMISSIONER OF THE REVENUE

**DUE 2/15
2015**

CITY OF SALEM

114 N. BROAD ST., P.O. BOX 869 SALEM, VA 24153

PHONE 540-375-3019 FAX 540-375-3048

Website: salemva.gov

Email: kdusenberry@salemva.gov**Please Provide and Verify**

Trade Name:

SSN# / Fed ID

RBS Account #

Owner or Corp:

State License #:

Mailing Address:

VA Sales & Use #:

Corp. Reg. Agent:

Corp. Phone:

Local Phone:

Fax Number:

Email Address:

Website:

Location Address:

CESSATION OF BUSINESS

Date Business Ceased Operations in City: _____

Reason: ☐ Moved out ☐ Terminated ☐ Sold To _____ ☐ Other _____

Current Mailing Address: _____ Phone#: _____

If the business moves out of the City or ceases operation after January 1, the business is liable for the business personal property tax bill.

Schedule 1	BUSINESS PROPERTY			
YEAR PURCHASED	(A) COST REPORTED ON PRIOR YEAR RETURN <i>DO NOT ALTER THIS COLUMN</i>	(B) ADDITIONS	(C) DISPOSALS	(D) (=A+B-C) CURRENT YEARS COST
2014				
2013				
2012				
2011				
2010				
2009 & Prior				
TOTAL COST				

Schedule 2	MANUFACTURERS ONLY MACHINERY & TOOLS			
YEAR PURCHASED	(A) COST REPORTED ON PRIOR YEAR RETURN <i>DO NOT ALTER THIS COLUMN</i>	(B) ADDITIONS	(C) DISPOSALS	(D) (=A+B-C) CURRENT YEARS COST
2014				
2013				
2012				
2011				
2010				
2009 & Prior				
TOTAL COST				

Machinery & Tools is defined as machinery and tools used in a manufacturing, mining, processing, well drilling, radio or television broadcasting, dairy, dry cleaning or laundry business per Va Code §58.1-3507

See reverse to complete form

Leased Equipment

NAME OF LESSOR	ADDRESS & PHONE# OF LESSOR	DESCRIPTION	LEASE ID#	COST

IMPORTANT INFORMATION:

- Every taxpayer owning machinery and tools shall include on his annual return of such property the original total capitalized cost of all his machinery and tools in the taxing jurisdiction. (Code of Va §58.1-3518)
- Failure to file a timely return will result in a penalty of 10% or \$10.00 whichever is greater, not to exceed amount of tax.
- Incomplete forms will not be accepted and will be returned to you. A form is considered incomplete for any of the following reasons:

- ☐ **Stating "same as last year" or "see attached" is not acceptable.**
- ☐ The detailed itemized listing or any other supporting documentation is not attached
- ☐ All sections are not completed. If no assets are reports, an explanation must be attached.
- ☐ The form is not signed and dated by the authorized representative.

- If a form is returned as incomplete, the corrected form and supporting documents must still be received in the office on or before February 15 to avoid late penalties

- **We will not accept renditions in lieu of a return (i.e. 762)**

- Willful failure to file this return is a criminal offense in violation of Virginia State Code 58.1-3518.

Taxpayers who are required to file a return who neglect to do so will be subject to a statutory assessment and/or onsite inspection

- Please include the following types of tangible peroperty on this return:

- ☐ All office equipment, furniture, fixtures, furnishings, operating equipment, computers, peripherals, hand tools, power tools, books, machinery, etc. located/used in the business
- ☐ All tangible property given as a gift (listed with fair market value)
- ☐ All items fully depreciated, but still in use

TAXPAYER SIGNATURE & INFORMATION

I DECLARE THAT THE STATEMENTS & FIGURES HEREIN GIVEN ARE TRUE, FULL AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF	
PRINTED NAME & TITLE	Date
SIGNATURE	FEDERAL ID OR SOCIAL SECURITY #

PAID PREPARER SIGNATURE & INFORMATION

PRINTED NAME OR PREPARER & FIRM (IF APPLICABLE)	Date
SIGNATURE	FEDERAL ID OR SOCIAL SECURITY #

DEPRECIATION SCHEDULE	
2014	70%
2013	60%
2012	50%
2011	40%
2010	30%
2009 & Prior	25%

<u>OFFICE USE ONLY</u>			
REVIEWED BY:		DATE FILED:	
<input type="checkbox"/> FAX <input type="checkbox"/> MAIL <input type="checkbox"/> OFFICE	LFP	FILE DATE	RETURNED